The Access Idaho Steering Committee monthly meeting was held on Thursday, May 23, 2002 from 1:35 to 2:30 p.m., in the East Conference Room of the Joe R. Williams Building, Boise, ID.

CALL TO ORDER, WELCOME
Chairman Bill Farnsworth, who welcomed members and others in attendance, called the meeting to order.

ATTENDANCE

Members Present:
Mr. Bill Farnsworth, ITRMC Staff
Mr. John McAllister, Department of Labor
Ms. Susan Simmons, Transportation Department
Mr. Scott Somerhalder, Access Idaho
Mr. Rob Spofford, Department of Water Resources

Absent Members:
Mr. Chuck Goodenough, Secretary of State's Office
Mr. Mark Little, Division of Purchasing

Others Present:
Ms. Emily Gales, ITRMC Staff
Mr. Jeff Walker, Access Idaho

BACKGROUND
Access Idaho is the official name for the State of Idaho Internet portal, or "electronic front-door", for citizen access to online government services and information. The State of Idaho established a statewide contract for portal services in December 1999, creating a public-private partnership with Idaho Information Consortium (IIC). IIC is an affiliate of the National Information Consortium (NIC), the nation's leading provider of Internet electronic government services. On May 3, 2000, Idaho officially launched www.accessidaho.org. The portal includes a re-designed State of Idaho Home Page, for easy access to all agency Web sites, where a variety of E-Government applications are being developed. The portal is designed to streamline citizen access to Idaho government services and information.   As the state's Portal Provider, IIC will be assisting state agencies in the development of Internet applications, as well as Web page design. The Steering Committee has been appointed by the ITRMC to oversee the progress of Access Idaho.

MOTION TO APPROVE PREVIOUS MEETING MINUTES
Farnsworth moved and Somerhalder seconded a motion to approve the March 21, 2002 Access Idaho Steering Committee Meeting Minutes, and the motion passed unanimously.

REPORT FROM ACCESS IDAHO
Scott Somerhalder reviewed the Access Idaho **General Manager's (GM) Report** (highlights listed below).

- Access Idaho (AI) staff dedicated the month of April to the **gathering of requirements** for applications that will carry the development team through late summer. These applications deal with:

- ➢ improving the collection of taxes on motor carrier fuels/the International Fuel Tax Agreement (IFTA) (scheduled for a July 1st launch);
- ➢ advancing the pace of renewing permits for hazardous material transportation (scheduled for a late summer launch); and
- ➢ shortening the turn around time for vehicle title searches (scheduled for a late summer launch).
- AI's Creative team spent the month of April focusing on **training new webmasters** for recently launched Web sites. (Specifics of this training and AI customer service efforts were discussed later in the meeting).
- The Portal and the Idaho Transportation Department (ITD) were working together on a **direct mail piece** to all commercial motor carriers to highlight **new ITD online services** (launch of the driver's license records, or DLR, searches; 120-hour permits; and over legal permits, which was launched in April).
- AI's Marketing and Creative teams traveled to Twin Falls for a day of **training South District Central Health employees** on maintaining their new Web site.
- Marketing also did a short **presentation to the Information Systems Executive Committee (ISEC)** to highlight the availability of the Portal's "Instant Payment Gateway".
- **Winners** of the first annual **Technology Student Achievement Awards Program** were announced.
  - ➢ The judging team included Department of Administration Director Pam Ahrens; Representative Debbie Field; Scott Somerhalder, General Manager of Access Idaho; KBCI Education Reporter Shaw Merrill; and RidgeRun President and Founder Pat Sewall.
- The **Department of Correction's online offender database** built by the Portal went into beta testing, and was expected to be launched in June
- The **Department of Insurance's license renewal application** continued to undergo beta testing. Changes to the application were sent to Access Idaho, and the application was scheduled to go live in July.
- Work on the **Idaho Real Estate Commission's (IREC) upgrade program** began in April. When completed, the agency will have an online services area for agents and brokers. Highlights include Continuing Education credit uploads, expired license renewals, address changes, and license printing.
- Discussions began regarding a **project for the Board of Occupational Licenses**. The goal was to develop an application for multiple license renewals. The first use of the application would be in the fall of this year, with development starting this summer.
- The **Idaho Rangeland Resource Committee**'s board of directors reviewed their site and made minor changes in late April. The project was expected to launch in late May.
- Design ideas were supplied to the **departments of environmental quality** and **water resources**; and internal committees within the departments were reviewing the designs.
- **Division of Building Safety and the Board of Veterinary Medicine** were supplied with design comps. Both groups are reviewing their designs and will contact the portal when one has been chosen.
- The **Department of Commerce** requested assistance in developing templates for its home page. The Portal's Creative team would work with Commerce's advertising agency to develop and launch the site by June.

Discussion points:
- Access Idaho project **prioritization,** the importance of revisiting the list of projects, and of reviewing new requests.
- An **Americans with Disabilities Act (ADA) training meeting** for State webmasters and information technology professionals: June 12th, 8:30 a.m. to 4:30 p.m., East Conference Room, JRW Building. The ITRMC, the University of Idaho, and the Northwest ADA/IT Center (Seattle) sponsored this training.
- Details with regard to **credit card fees** paid by state agencies.

MOTION TO APPROVE IDAHO TRANSPORTATION DEPARTMENT SLA, ADDENDUM D

Somerhalder advised fee amounts associated with this agreement were identical to those identified in Addendum C of the ITD Service Level Agreement (SLA). When a credit card payment made by an ITD customer/user was received by Access Idaho, the Portal would receive its agreed upon convenience fee, and expedite the remainder (including credit card fee) to the ITD. Access Idaho would invoice the agency monthly for the fees, which the ITD agreed to pay.

Spofford moved and McAllister seconded a motion to adopt Addendum D to the Idaho Transportation Department SLA, and the motion passed unanimously.

MOTION TO APPROVE DEPARTMENT OF COMMERCE SLA

Per Chairman Farnsworth, the Department of Commerce SLA dealt with the Portal building Web site templates for the agency. The new site would replace the agency's current site. He added that Commerce had its own web team that would enter content and maintain the site.

McAllister moved and Spofford seconded a motion to adopt the Department of Commerce SLA, and the motion passed unanimously.

NEW BUSINESS

- Chairman Farnsworth advised he would again contact the Idaho Association of Counties to discuss a pilot project to build and host a Web site for Boise County. (See September 27, 2001 Access Idaho Steering Committee Meeting Minutes, *Report from Access Idaho.*)
- Development of online applications dealing with renewal of driver's licenses and vehicle registrations was discussed. Susan Simmons (ITD) touched on the fact that, since 9/11, entities are looking at what should and should not be placed on the Web, particularly as it relates to security.
- Conversion from a paper-oriented government to e-government – logistics and benefits– was discussed.
- While attending the annual *Government Technology* Conference in Sacramento (May 14-16), Chairman Farnsworth received several positive comments from other state representatives on the Idaho State Tax Commission's online tax applications for citizens.

ADJOURNMENT

As there was no other new business to come before the Committee, Chairman Farnsworth thanked those in attendance and adjourned the meeting at 2:30 p.m. The next Access Idaho Steering Committee meeting was scheduled for Thursday, June 20, 2001 from 1:30 - 3:00 p.m. in the East Conference Room, JRW Building.

Respectfully submitted,

Emily Gales, ITRMC Assistant